

Fort Wainwright DEERS; Identification Card Office  
Update for January, 2011

The DEERS/ID Cards Office has an [online appointment system](#). The website is available for all ID card customers including active duty, family members, retirees, civilians and contract employees.

For your convenience and to alleviate waiting time, please go to the following website to set up for an appointment with the DEERS/ID Cards office:

***<http://appointments.cac.navy.mil/>***

Appointments are highly recommended. To avoid the possible wait, schedule an appointment and be seen within minutes of your scheduled time.

### **Cancel/reschedule appointments**

Customers will need to know their confirmation number to cancel/reschedule an appointment. Please keep a copy of your appointment confirmation page. If more than fifteen minutes late for your appointment, you will need to reschedule.

### **Walk-in customers**

All walk-in customers are seen on a first come, first serve basis. Wait times for walk-ins can be over 2 hours depending upon the number of customers waiting for service. Walk-in customers on standby may not be seen by close of business.

### **1st Stryker Brigade Combat Team, 25th Infantry Division Soldiers**

All Soldiers from 1/25th SBCT needing a new military ID Card must go to Building 1555, Room 229 (353-4182)

### **Identification**

All customers who are age 21 and older must have two (unexpired) forms of ID to get a new ID card made. One of them must be a state or government issued photo ID. This applies to all customers.

### **Power of Attorney**

If your Military Sponsor is unable to accompany you to your visit, a valid "General" or "Special" Power of Attorney will allow you to conduct business on your sponsor's behalf. You may also provide a signed & verified DD Form 1172.

### **PIN Resets**

CAC Pin Resets can be taken care of faster at 507th Signal located in BLDG 1061 (phone: 353-7005). CAC Pin Reset is handled on a walk-in basis only. No appointments are needed for CAC Pin Resets. If you unlock your card due to being blocked out or locked out

### **Lost/stolen ID cards for Soldiers/civilians**

For Soldiers: E-4 and below a counseling statement is required and must be signed by an E-7 and above, MP Report and 2 valid forms of ID. Civilians and Contractors must have 2 forms of valid ID and MP Report.

**Lost/stolen ID cards for dependents**

Dependents: Must have an MP Report, 2 forms of ID (one form of ID must be a federal or state issued photo ID), sponsor must be present and or a Special or General Power of Attorney or DD Form 1172 signed by the sponsor.

**Adding a spouse to DEERS**

When adding a spouse to DEERS, the sponsor needs to bring the following documents for their spouse: -Marriage Certificate, birth certificate, social security card, & a photo ID. All documents must be originals or certified copies.

**Adding a spouse to DEERS (Continued)**

-All marriages must be added to the DEERS system with both the sponsor and the new spouse present. If this is not possible, sponsor will need to give power of attorney to spouse and spouse will be able to enroll them into the DEERS database.

**Dependent ID cards**

For dependent ID cards, the sponsor must be present. If sponsor is not available, the dependent must have a current DD Form 1172 signed by the sponsor or a Power of Attorney.

**Adding Dependent Child(ren)**

Adding children to DEERS: When adding Newborn Child to DEERS, sponsor must have birth certificate and must return to DEERS once SSN Card is received. When adding a child to DEERS, the sponsor must have the following documents for the child: birth certificate

**Full Time College Student**

All full-time College students must bring a letter from their school registrar's office stating that they are enrolled full time in an accredited college in pursuit of an Associate Degree or higher with a tentative graduation date to have dependant benefit

**Full Time College Student (Continued)**

If unable to receive a registrar's letter from the school, you can also go to the National Clearing House website and print out a Verification Enrollment. Website is <http://www.studentclearinghouse.org/>

**Children born out of wedlock**

Female Sponsors: Birth Certificate and social security card; Male sponsors: Court order establishing paternity or a State VAP (Voluntary Acknowledgement of Paternity) Form, Birth Certificate, SSN Card.

**Parent enrollment**

You will need to provide a DFAS letter of approval, Service Members Birth Certificate & a valid Photo ID. A photo ID of the parent will need to be provided as well as the SSN Card.

**Parent in-law enrollment**

Dependent Parent In-Law: You will need to provide a DFAS letter of approval, SPOUSES Birth Certificate, Social Security Card & a valid Photo ID; Parent In-Law's SSN Card, Marriage Cert, and Valid Photo ID.

**Enrolling dependent ward**

You will need to provide Court Document placing the child in the member's household for 12 months or more, Birth Cert and SSN card. Please note that all documents must be translated into English and certified.

**Civilians deploying overseas or Emergency Essential**

Bring in two forms of ID-current, issued by state, federal or local government; Completed DD Form 2365 properly filled out or they may be rejected.

**Contractors deploying overseas**

Bring in two forms of ID - current, issued by state, federal or local government; SOFA agreement; SPOT LOA; DD Form 1172-2 requesting the overseas card. Forms must be properly filled out or they may be rejected.

Fort Wainwright DEERS/ID Card Office

Inside the Welcome Center

3401 Santiago Ave. Room 138

Phone: (907) 353-2195

Fax: (907) 353-2266

Hours of Operation: 8 a.m. to 4:30 p.m. Monday through Friday (Closed all Federal Holidays)